

**NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE  
BIWEEKLY INDOOR AIR QUALITY FORUM**

Minutes	July 16, 2007	1400-1530	2505 MIB
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MEETING CALLED BY: Gay Bindocci, MPO Sustainability Coordinator

TYPE OF MEETING: Biweekly Indoor Air Quality Forum

FACILITATOR: Don Swain

NOTE TAKER: Jeremy Lawson

TIMEKEEPER: Jeremy Lawson

ATTENDEES:

Don Swain, Acting Modernization Program Manager  
Jeremy Lawson, Office Automation Assistant - MPO  
Kirby Hunolt, Assistant Director, NBC Administrative Operations  
Gay Bindocci, Sustainability Coordinator  
Wendy Dorman, Solicitors Office  
Kristina Clark, Solicitors Office  
Alan Palisoul, Solicitors Office  
Robert Pizzano, Jacobs Engineering/GSA  
Ed Kleable, Solicitors Office  
Jan Elmore, Solicitors Office

<b>90 Minutes</b>	<b>Modernization</b>	<b>Don Swain</b>
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Discussion:

- Mr. Swain announced that a solution to the problem of achieving negative air pressure in the construction zone appeared to be accomplished. By building a limited pillow or buffer zone in construction areas that are adjacent to occupied space, two tests of mock-ups achieved full negative air pressure. Further tests are being conducted to decide how much fan power will be necessary to maintain negative air pressure. Upon successful completion of testing, this setup will be installed on both the east and west sides, of each floor of the construction zone, and Jacobs will be paying for and installing pressure gages as well as monitoring them regularly.
- Mr. Swain announced that this week, the office would begin publishing percentage of compliance with a custom-made and agreed-upon SMACNA checklist for construction practices. Anything above 90% will be labeled “green” and considered acceptable. Anything between 80% and 89% will be labeled “yellow” and warrant corrective action. Anything below 80% will be marked “red” and call for immediate action and discussion with senior leaders.
- Attendees expressed interest in modifying the Plan of the Week to include information about which activities might create Indoor Air Quality issues,

dust, noise, and other possible information of interest. Attendees also wished to see a list of all materials being used in the construction zone. Mr. Swain agreed to make adjustments to next week's edition. It was also agreed that the "Behind the Barriers: Plan of the Week" hardcopy would be delivered to offices without internet access: Solicitors, BIA, OTA, and others as requested.

- Mr. Swain announced that a newly hired GSA IH contractor will be testing for VOCs every day and that we will make an electronic MSDS database available to assist employees with gaining information about products in use on site.
- A report on asbestos testing in the cork mastic lining has yet to be delivered to interested parties. The test was negative, but the results still needed to be delivered.
- In the garage, the trash has been removed, but attendees were interested to see a policy regarding the plan for scheduled removal of trash, and what trash could be stored there (if at all) and under what circumstances. The MPO reported that trash would no longer be staged in the garage but rather moved out through the garage to dumpsters outside.
- Jacobs reported that they find it impossible to achieve negative air pressure on the M-Floor. They said they would invite more assistance from their office to investigate possible solutions, but the Building Manager's office agreed that the floor has too many penetrations for negative air pressure to be achieved. In the meantime, the measure that has been taken is for doors to be sealed. Procedures have also been set to minimize and concentrate VOC and dust-creating activities on the M-Floor given the numerous possible pathways irritants might take into occupied space.
- Attendees had heard that the FOH doctor who was supposed to be on retainer in order to consult with interested employees was not available. Mr. Swain said that he would investigate and remedy the situation.
- An attendee reported that a fan was blowing from the basement into the garage and wished to know what the fan was doing there and why. Mr. Pizzano promised to investigate and report back.

Action Items	Person Responsible	Due Date
Continue to monitor noise, odor, and irritant complaints and promptly respond to concerned employees.	Don Swain	Ongoing
FOH Doctor availability for retention	Don Swain	07/30/2007
Adjust Plan of the Week to include more information regarding dust, noise, and IAQ.	Don Swain, Jeremy Lawson	07/20/2007
Investigate garage exhaust fan	Bob Pizzano	07/30/2007
Follow-up and report on status of new barriers to facilitate negative-air pressure	Don Swain	07/30/2007